



Code: 0380

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: General Administrative

CLASS TITLE: DIRECTOR OF ADMINISTRATION I

CHARACTERISTICS OF THE CLASS

Under general supervision, the class supervises staff in performing administrative functions for a small City department or moderate sized bureau in a City department; and performs related duties as required

ESSENTIAL DUTIES

- Supervises staff engaged in performing purchasing, accounts payable, human resources, timekeeping and payroll, finance and/or budget preparation activities
- Develops and implements administrative work procedures to ensure the efficiency of support functions and office operations
- Oversees the maintenance of account records and prepares financial and budgetary reports regarding fund expenditures
- Coordinates and monitors the department's procurement activities and oversees the processing of purchase requisitions for equipment, supplies and services
- Oversees and approves the processing of vouchers for payment to vendors and service providers
- Supervises the maintenance of manual and computerized timekeeping records and the preparation of payrolls
- Functions as the department's human resource officer, overseeing and administering personnel services including employee selection and hiring, employment processing, training and staff development, maintenance of personnel records and employee relations
- Assists departmental managers in preparing the department's annual personnel and operating budgets
- Establishes work standards and evaluates staff performance
- Liaisons with other City departments regarding personnel, purchasing and budgetary matters
- Prepares reports on section's work activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or directly related field, plus three years of budgetary, human resource or office administration experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles

Advanced knowledge of:

- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

vOctober, 2012